

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR ACCOUNT CLERK-TYPIST**
(Double-entry bookkeeping)

Jurisdictional Class: **Competitive**
Date Adopted: **June 15, 1999**
Date Revised: **August 15, 2001**
Jurisdictions: **All**
Union Status: **County: CSEA**
Pay Grade: **County: 8**

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for independently performing and/or supervising moderately difficult and responsible work maintaining and checking financial accounts and records. It also requires either the full-time or substantial part-time operation of an alpha-numeric keyboard. The position involves working with a double-entry bookkeeping system based on a fundamental accounting model, which records a two-part effect for every transaction. General policies and procedures are established for the work of this class however employees exercise independent judgment in the handling of details. Unusual problems or situations not previously encountered are referred to a supervisor before action is taken. Work is performed under general supervision and may require a general understanding of specific law, office rules, procedures, policies and programs. Supervision may be exercised over other employees. Incumbents perform more difficult and complex account keeping than account clerks and account clerk-typists. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

USES AN ALPHA-NUMERIC KEYBOARD TO PERFORM THE FOLLOWING DUTIES:

Prepares a variety of more complex accounting and financial statements, statistical tabulations and data, form letters, memoranda and reports;
Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Assigns work, reviews and records work done, and instructs new employees in specialized account keeping activities;
Has charge of posting to journal or ledger from a variety of original entry media, verifying and adjusting balances and the subsequent preparation of reports;
Has charge of balancing and reconciling a variety of accounts and preparation of summary statements of ledger and journal balances;
Compiles data for and prepares and analyzes financial and statistical records and reports;
Reviews and checks account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension.
Conducts correspondence on matters where policies and procedures are well defined;
Audits invoices and claims, purchaser orders, payrolls, time sheets, etc.
Has charge of receiving and depositing funds in various accounts, and issuing receipts;
Compiles payroll data, and prepares and checks payrolls;
Compiles and prepares labor material, operations and other cost records and reports.
Has charge of the processing, sorting, indexing, recording and filing of a variety of control records and reports;
Processes reimbursements of monies;
Maintains perpetual inventory of items and equipment in stock;

Last Reviewed: n/a
Last Updated: 08/15/01
Reviewed By: n/a
Last Reallocated: n/a

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(Double-entry bookkeeping)

Prepares vouchers, purchase requisitions and purchase orders;
Assists in preparation of unit budget and in maintaining budget controls;
Operates a computer, typewriter, calculator, check writing machine, copier, fax and other office equipment as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of English and business arithmetic; ability to make more difficult arithmetic computations involving fractions, decimals and percentage accurately; ability to operate and alpha-numeric keyboard accurately at an acceptable rate of speed; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to get along well with others; good judgment; a high degree of accuracy; clerical aptitude; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an associate degree with at least 12 semester credit hours in bookkeeping or accounting, **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of an alphanumeric keyboard; **OR**
- (C) Four (4) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of an alphanumeric keyboard; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.